



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**

**Wednesday December 6, 2017
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Leete.
2. Pledge of Allegiance – Led by President Leete.
3. Roll Call – All present with the exception of Director Steele.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comment Regarding:

- Traffic and speeding issue.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for November 15, 2017.
2. Approve Register of District Invoices.
3. Approve Board and Management Attendance at the 2018 Annual State of the Town Event.
4. Approve Board Officers for 2018 Calendar Year.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 0, ABSENT: 1 – Director Steele.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – No report
2. Sheriff's Office Report – Lieutenant Steve Borbely – Provided the details of the sheriff report regarding citations, burglaries, and changes with Marine Control Staff.
3. CHP Report – Officer Thomas provided an update for the month of November regarding citations (speed and registration) and DUI violations. There was discussion regarding the number of hours CHP spends in Discovery Bay (roughly 80 hours a month).

E. LIAISON REPORTS

None

F. PRESENTATIONS

1. District Water Engineer Shobe – Water Meter Project Report – Item pulled; presentation is scheduled for the December 20, 2017 Board meeting.

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding the cancellation of the Regular Board Meeting.

General Manager Davies – Provided the details of the cancellation of the January 3, 2018 Regular Board meeting.

Motion by: Director Mayer to approve the recommendation from the Internal Operations Committee to cancel the Regular Board Meeting of January 3, 2018.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 0, ABSENT: 1 – Director Steele.

2. Discussion and possible action regarding the Electronic Check Signature Process.

Finance Manager Breitstein – Provided the details of the Electronic Check Signature Process regarding the measures to protect the District along with security concerns. There was discussion regarding the security measures, cost, software, and the process to begin in January.

Motion by: Director Pease to authorize staff to implement automated check signing and approval process.

Second by: Director Mayer.

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 0, ABSENT: 1 – Director Steele.

3. Discussion and possible action regarding the Annual Board Workshop for 2018.

General Manager Davies – Provided the details of the Annual Board Workshop for 2018. There was discussion regarding the date and time for the Board Workshop. The Board consensus is to set the date and time for the 2018 Annual Board Workshop for March 1, 2018 at 4:00 P.M.

4. Discussion and possible action regarding the Agency Comment Request – Land Use Permit and Development Plan Application LP17-2027 – Upgrades to the Existing McDonald's.

General Manager Davies – Provided the details for the upgrades to the existing McDonald's. There was discussion regarding the guidelines and restrictions set by the County.

Motion by: Vice-President Graves to recommend that the County review prior guidelines and that the project is in conformance with color and structure at the Sandy Cove Shopping Center.

Second by: Director Pease.

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 0, ABSENT: 1 – Director Steele.

5. Discussion and possible action regarding the approval of Notice of Completion for Plant No. 2 - Effluent Filtration Project (Master Plan Projects No. 5, 7, 10, 12).

General Manager Davies – Provided the details of the Notice of Completion for Plant No. 2 Effluent Filtration Project (Master Plan Projects No. 5, 7, 10, 12). There was discussion regarding the project; couple of warranty items to complete.

Motion by: Director Pease to approve the Notice of Completion and authorize the General Manager to release all retention for this project to Auburn Construction.

Second by: Vice-President Graves.

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 0, ABSENT: 1 – Director Steele.

H. MANAGER'S REPORT

None

I. INFORMATIONAL ITEMS ONLY

None

J. DIRECTORS' REPORTS

1. Standing Committee Reports

Director Pease – Provided the details of the Water and Wastewater meeting of November 16, 2017 regarding the Operations and Maintenance Manual (O&M) for Plant No. 2 and the replacement of a water line near the Steakhouse and Firwood.

President Leete – Provided the details of the East County Water Management meeting of November 30, 2017 regarding Grants.

2. Other Reportable Items

K. GENERAL MANAGER'S REPORT

None

L. CORRESPONDENCE RECEIVED

1. Received – East Contra Costa Fire Protection District meeting minutes for November 6, 2017.

M. FUTURE AGENDA ITEMS

1. Parks and Recreation Committee Agenda - Community Center outdoor lighting – Front of Building.

2. Board Member assignment to ECWMA.

N. ADJOURNMENT

1. The meeting adjourned at 7:19 p.m. to the next regular meeting of December 20, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-08-17

<http://www.todb.ca.gov/agendas-minutes>